DIRECTIONS FOR USING THE UNIFORM INVOICE TRACKING SPREADSHEET ON THE COMPUTER (UNIBLANK.XLS)

The purpose of the uniform invoice tracking spreadsheet is to provide a uniform method for local governments to track individual invoices on infrastructure projects using multiple federal, state, local, and private funding sources.

Note: The non-shaded areas are the only areas that will be completed by the grantee. All other cells will automatically calculate.

Enter the name of the local government. The date will automatically fill in.

Vendor's Name
Place the name of the vendor (payee) in this space.

Invoice or Pay Estimate Number
This is a number assigned by the vendor to the invoice or pay estimate that has been submitted to the local government for payment.

Invoice Date or Time Period Covered
Put the date of the invoice in this space. If the time period to which the invoice pertains is more appropriate, place this information in this space.

Total Amount of Invoice
This amount should be the "total" of the invoice. For instance, if the invoice is for $500 and CDBG is paying $200 and TSEP is paying $300--$500 should still be placed in this space.

Note: To enter an amount, you only need to enter the number. You do not need to enter a "$" or commas. You do need to enter a period to indicate an amount less than one dollar.

Warrant Number
The number on the warrant issued by the local government for payment of the invoice.

Date Paid
The date on the warrant.

Funding Source, Amount Expended, and Drawdown Number
Source--indicate the funding sources paying for each invoice--RD, SRF, TSEP, CDBG, Local, etc.

Amount--the amount expended by each funding source (indicated above) to pay for an invoice.

Number--indicate the number of the draw that was submitted to the particular funding source for payment of the indicated amount. For instance, the Contractor X invoice dated 11/08/98 was paid from CDBG funds obtained through the CDBG draw number one, RD funds obtained through RD draw number one, and TSEP funds obtained through TSEP draw number three.

Total Amount Paid This Invoice
This figure will automatically be calculated. The figure should equal the amount in "Total Amount of Invoice" and should also equal the sum of the "Amounts" under the heading "Funding Source, Amount Expended, Drawdown Number."